



Job Posting
7/23/2021

FINANCE DIRECTOR

Job Summary:

The Finance Director will provide accounting and financial control work for the Finance Department.

Duties/Responsibilities:

- Under direction of the Mayor, serves as financial director for the City responsible for accounting, collection, and custody of all funds as well as control of all disbursements authorized from the City treasury; oversight of all City funds; monitoring expenditures against the approved budget, and keeping the Mayor updated on financial trends, events, and concerns. Invests funds until needed; performs bank reconciliations and cash flow analyses; manages City debt; estimates revenues from all sources for preparation of annual budget; performs all duties required of city auditors by statutes; prepares analytical reports of financial matters for Council and the Mayor. Plays a key role with the Mayor and other key management staff in the development and necessary updating of the City's annual budget. Keeps abreast of developments in municipal financial management; researches various aspects of financial management for the purpose of developing improvements.
- Supervises staff of Finance Department; makes recommendations to the Mayor regarding personnel decisions involving his or her immediate subordinates
- Responsible for keeping all financial records, including general ledgers, accounts receivable, accounts payable, financial reporting and accounting for fixed assets; prepares income estimates needed for the annual operating budget and prepares annual operating and capital improvements budgets subject to the direction of the Mayor; monitors disbursements in relations to approved budget and reports variances.
- With the assistance of the Finance Department staff, oversees the payroll of City employees, including deductions for and payment for health and life insurance programs, voluntary insurance programs approved by the City, deferred compensation, unemployment compensation, and workers' compensation; keeps necessary records on vacation and sick leave credits and usage; keeps records needed for annual service supplement program; oversees bi-weekly payrolls; oversees tax collections by working with the Regional Income Tax Agency for administration of the City's municipal income tax; administers municipal income tax compliance programs and represents the City during subpoena programs; accounts for all revenues and other funds collected;
- Demonstrates regular and predictable attendance, as well as maintaining excellent time and attendance records for City employees generally.
- Maintains cooperative and effective working relationships with the City Council, the Mayor, the city's managers, supervisors, and employees, and Council committees with whom he or she works. Demonstrates and models excellent customer service to all vendors, businesses, and city residents.
- Performs other duties as required by the Mayor.

Required Skills/Abilities:

- Knowledge of municipal accounting and taxation; budgeting; auditing; financial control; payroll practices and procedures; municipal income tax administration, tax settlement and distribution;



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data processing techniques and procedures; database management; city goals and objectives; city policies and procedures; government structure and process; records management; supervisory principles and practices.

- Skill in operation of computer and office equipment, including software such as Microsoft Office, CMI software, and BS&A software, etc. for development of committee and Council documents.
- Ability to deal with problems involving several variables and to determine specific action; apply management principles to solve problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; perform mathematical and statistical calculations
- Prepare correspondence; compile and prepare reports; communicate effectively both orally and in writing; train or instruct others; maintain records according to established procedures
- Develop and maintain effective working relationships.

Education and Experience:

- Bachelor's degree in business management, accounting, finance, taxation, or related field.
- 5-10 years' experience in accounting, auditing, and financial management, including at least two (2) years in state or local government.
- CPA designation highly preferred.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

To apply – please forward a copy of your resume to Mayor William Neyer, bneyer@harrisonohio.gov